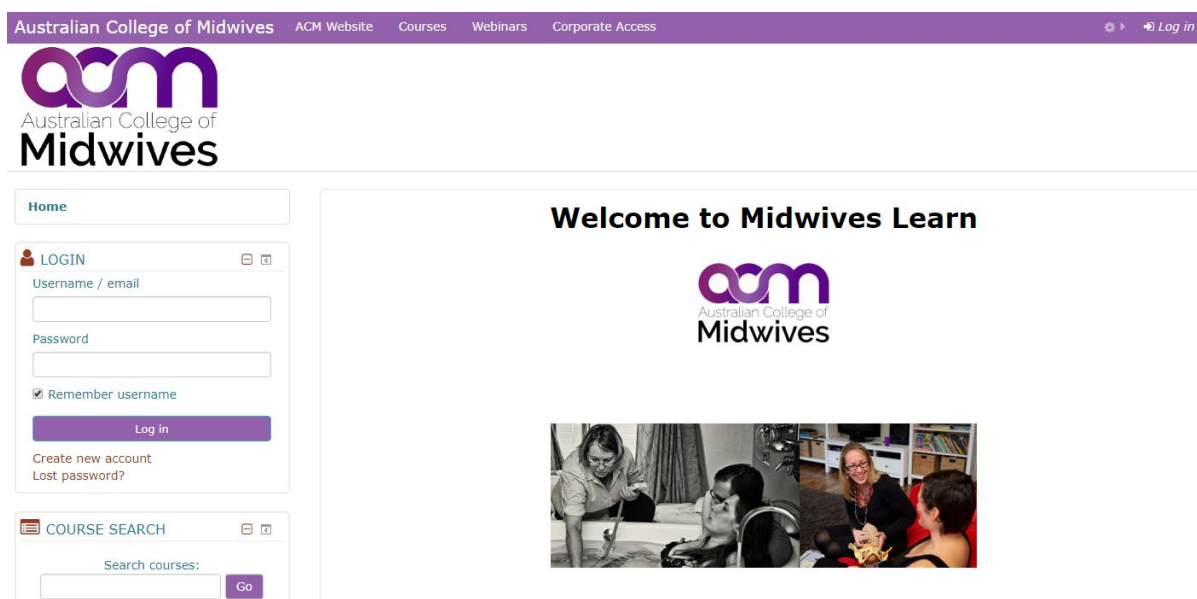


Midwives Learn How-To Guide:

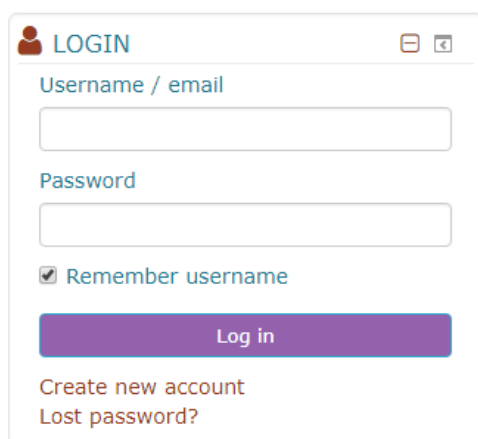
Logging in using an existing user account

The following instructions will assist existing Midwives Learn users when logging into the eLearning portal, accessing their courses/webinars, and resetting their password.

1. To access Midwives Learn, please visit <http://learn.midwives.org.au>. We recommend saving this website address as a favourite, so that it is easily accessible next time you would like to access a course or webinar.
2. The following login screen will appear:



3. Enter your username and password on the left hand-side of the page, then select the purple 'Log in' button.



Your username and password for Midwives Learn may differ from your ACM membership. If you do not recall your username, try using your email address or your first name.

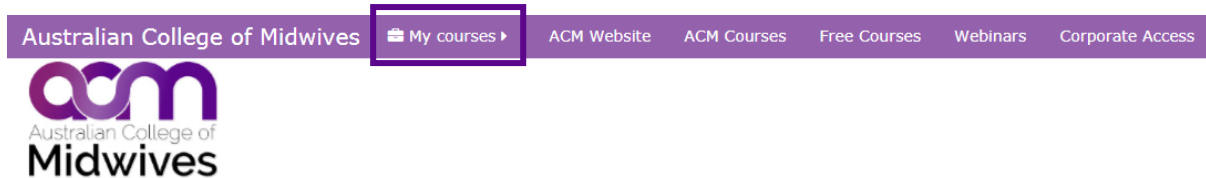


If you do not recall your password, please skip to page 3.

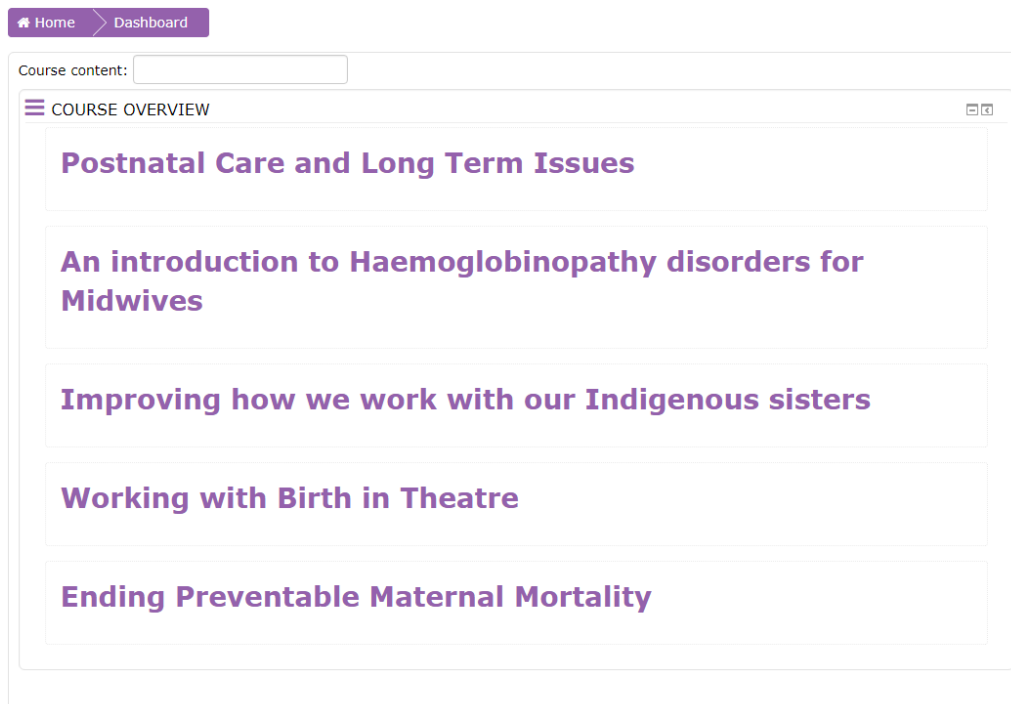
Midwives Learn How-To Guide:

Logging in using an existing user account

- To view your currently active courses, hover over the 'My Courses' link at the top of your page. Then, select 'Dashboard' from the dropdown menu.



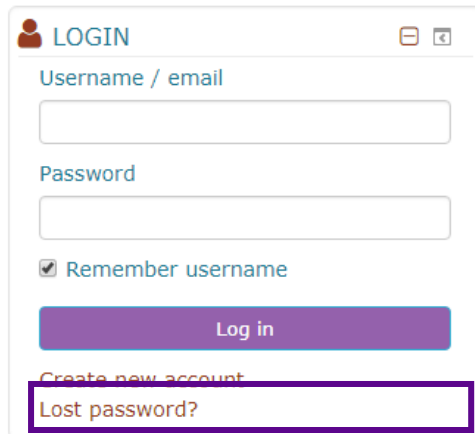
- Your 'Course Overview' will appear as a list of courses in the centre of the page. Please note: The following image acts as an example only.



Resetting Your Password

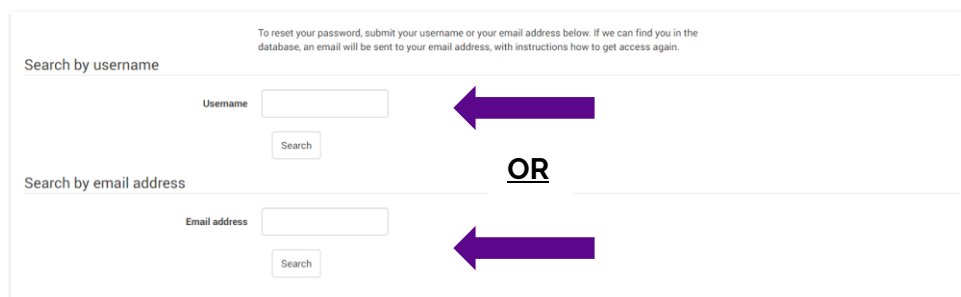
If you do not recall your password, please follow the steps below before contacting the ACM's Education Unit.

1. Select the 'Lost Password' button on the left hand-side of the page.



The screenshot shows a 'LOGIN' form with the following elements: a title 'LOGIN', a 'Username / email' input field, a 'Password' input field, a checked 'Remember username' checkbox, a purple 'Log in' button, a 'Create new account' link, and a 'Lost password?' link which is highlighted with a purple box.

2. You can search for your password using either your username, or email address. Simply, enter one of these details into the appropriate search box and then click on 'Search'.

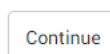


The screenshot shows a password reset search form with the following elements: a heading 'To reset your password, submit your username or your email address below. If we can find you in the database, an email will be sent to your email address, with instructions how to get access again.', two search sections: 'Search by username' with a 'Username' input field and a 'Search' button, and 'Search by email address' with an 'Email address' input field and a 'Search' button. A purple arrow points to the 'Search' button in the 'Search by username' section, the word 'OR' is centered between the two sections, and another purple arrow points to the 'Search' button in the 'Search by email address' section.

3. The following message will appear on your screen. By selecting 'Continue', you will be redirected to the original login screen.

If you supplied a correct username or email address then an email should have been sent to you.

It contains easy instructions to confirm and complete this password change. If you continue to have difficulty, please contact the site administrator.



A rectangular button with the text 'Continue' inside.

Midwives Learn How-To Guide: Logging in using an existing user account



4. Log into your email account, in order to receive further instructions for retrieving/resetting your password.

For general ACM Midwives Learn enquiries, please contact the ACM Education Unit on education@midwives.org.au or (08) 7129 4431. We will endeavour to process your request within 48 hours.